



TCSA POLICY	
TITLE	Culture Assets
POLICY NUMBER	07-06-V1
PROGRAM NAME	Education
DOMAIN NAME	Facilities & Structures (Asset Management)
EFFECTIVE DATE	June 29, 2023
NEXT REVIEW DATE	June 29, 2026
APPROVAL DATE	June 29, 2023
ISSUING AUTHORITY	Tłıchǵo Community Services Agency (TCSA)
ACCREDITATION STANDARD	N/A

POLICY AND GUIDING PRINCIPLE

The TCSA's mission, Strong Like Two People, is reflected in extensive cultural programming. These programs require a variety of TCSA assets. The assets will be purchased, maintained, organized, and used in a way that reflects the value and importance they have on the cultural programming.

PURPOSE/RATIONALE

The purpose of this policy is to provide clear guidelines for the purchase, operation, maintenance, and intended use of school culture equipment.

DEFINITIONS

Asset(s) - A resource or equipment owned by the TCSA, to be used for the sole purpose of school cultural programming (ex: auger, chainsaw, clothing, fishing gear, boats, snowmobiles, tents, sleeping gear, stoves, sleds, axes, cooking gear, knives, beading, furs/hides, freezers, canoes/kayaks, PFDs, helmets, trailers, cabins/camps, outhouses, etc.)

PFD - Personal Floatation Device (includes life jacket)

Vehicle(s) - snowmobiles, motorboats, ATV, side-by-sides, and another motorized vehicle

SCOPE/APPLICABILITY



This policy will apply to all assets purchased for cultural programming in all TCSA schools, including alternative programming.

PROCEDURE

1. Purchasing:
 - a. All assets will be purchased following the GNWT Financial Administration Act (FAA) under the direction of the Financial Administration Manual (FAM) and associated TCSA purchasing policies and procedures.
2. Maintenance / Organization:
 - a. The principal or designate, shall be responsible for the routine inspection and maintenance of all culture assets, and shall not use assets that are unfit for safe operation until appropriate repairs can be made to the asset.
 - b. Cultural vehicles must be inspected annually by a licenced mechanic.
 - c. The principal or designate will inventory all cultural assets annually.
 - d. Equipment will be stored and organized to allow for access by appropriate school personnel, and to ensure the assets are not damaged by environmental conditions.
3. Operation:
 - a. The operation of culture equipment shall comply with local, territorial and federal laws including the appropriate licencing, registration, and insurance.
 - b. All operators of cultural vehicles must:
 - hold certification for the vehicle they are operating (ex: snowmobile, boat, ATV) and experience on the vehicle.
 - operate the vehicle in a safe manner in accordance with local conditions.
 - wear and carry appropriate safety equipment (ex: PFD, helmet).
 - Over 18 years of age and the discretion of the principal;
 - At the discretion of the principal 16-18 year olds may operate snowmobiles under the following conditions:
 1. under direct supervision of an adult;
 2. possession of a snowmobile safety certificate (preferred); and
 3. operators shall not pull sleds if under 18 years of age.
 - have written permission from their parent/guardian (for operators under 18 years of age).
 - c. Students shall use and be instructed in the appropriate use of safety equipment and clothing as deemed necessary, such as properly using PFDs, snowmobile helmets and appropriate outdoor clothing.



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- d. The principal will limit the use of culture equipment to the purpose of TCSA organized professional development and cultural programming.
 - e. Equipment for cultural programs is to be used only for educational purposes to support TCSA programs and shall not be loaned to individuals for personal use or personal professional development.
4. The Director of Education may grant the use of school equipment to support community culture based educational initiatives in a user agreement.

PERFORMANCE MEASURES

NA

CROSS-REFERENCES

TCSA Inventories of Furniture and Equipment Policy 08-12-V1

TCSA Local Purchasing Policy 08-17-V1

TCSA Cooperative Purchasing Policy 08-18-V1

Pleasure Craft Operators Course (Card) - Transportation Canada

ATV Rider Training - Canadian Safety Council

Snowmobile Operators Course - Canadian Safety Council

Utility Terrain Vehicle Side by Side Course - Canadian Safety Council

ATTACHMENTS

N/A

REFERENCES

- NWT Education Act
- GNWT Financial Administration Act (and Manual)



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APPROVAL

Reviewed and Approved By:

Kevin Armstrong
Chief Executive Officer
29-June-2023

Reviewed and Approved By:

Ted Blondin
Chairperson
29-June-2023